SAP Ariba

Excel – Lite Manual

SAP Run Simple

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FOREWORD - 1

Goal:

This guide will endeavour to outline the **basic** requirements for an *Excel* field to function. Some fields have more options, but as they are neither mandatory nor essential to the functioning of the field itself, they have been left out.

Understanding the basic syntax:

1. Each Excel field contains subset of headers
2. Each subset of headers are marked by different colors based on whether it is mandatory to the field or not (i.e. if you use an optional field, you have to fill out its mandatory sub-fields as a minimum requirement in order for the fields to function properly

Main header

Sub-fields

Subset headers with **blue** as mandatory (i.e. minimum required fields to be filled so that it functions) and **yellow** as optional

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FOREWORD - 2

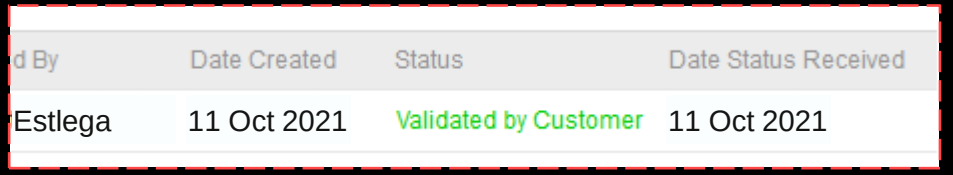
Prerequisites:

As with BMEcat, CMS needs to be enabled along with all the required technical setups however this format permits a catalogue to have the BMEcat features as well as parametric data and customer custom fields (not available in the BMEcat format)

Notes:

Maximum size of Excel catalogue: 15 MB

When uploading incremental parts to a catalogue, ensure that you previous catalogue part is in status green/validated on the Ariba Network (see below example)



d By	Date Created	Status	Date Status Received
Estlega	11 Oct 2021	Validated by Customer	11 Oct 2021

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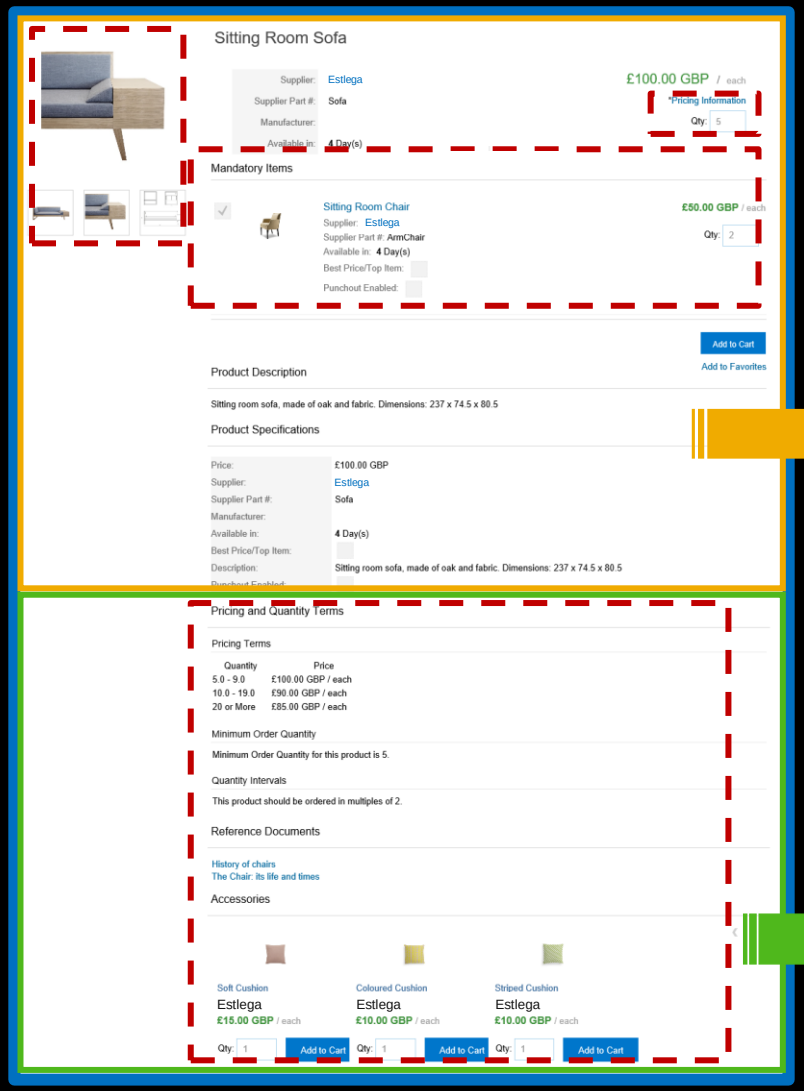
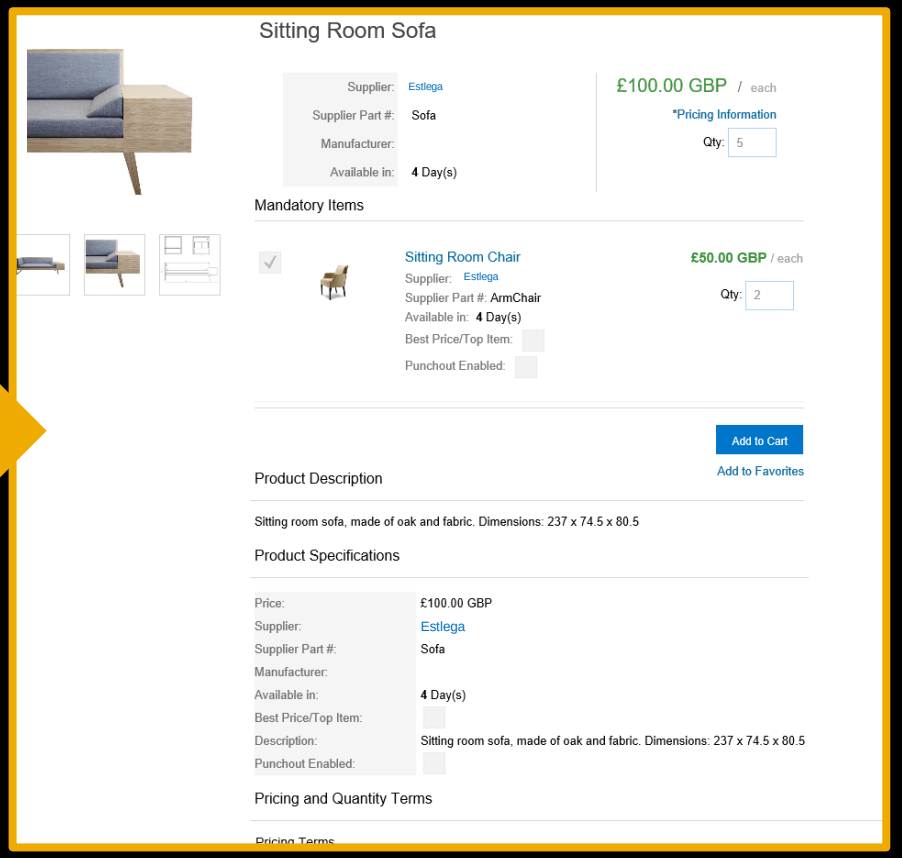
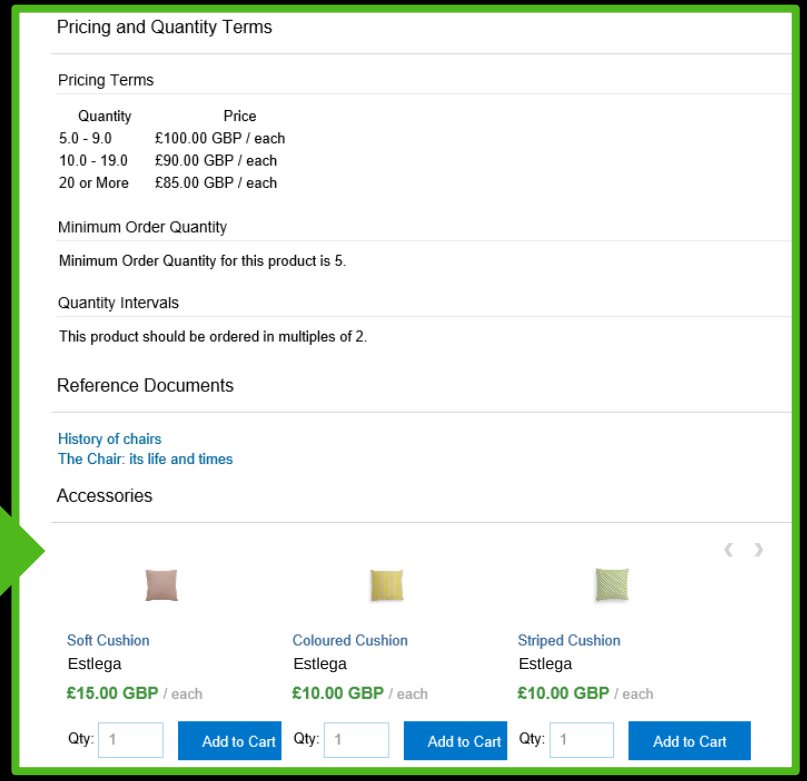
OVERVIEW OF AN EXCEL ITEM







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Price Configuration

Sitting Room Sofa

Supplier: Estlega
Supplier Part #: Sofa
Manufacturer:
Available in: 4 Day(s)

£100.00 GBP / each
*Pricing Information
Qty: 5

Mandatory Items

Sitting Room Chair
Supplier: Estlega
Supplier Part #: ArmChair
Available in: 4 Day(s)
Best Price/Top Item:
Punchout Enabled:

£50.00 GBP / each
Qty: 2

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:	£100.00 GBP
Supplier:	Estlega
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals

This product should be ordered in multiples of 2.

Reference Documents

History of chairs
The Chair: its life and times

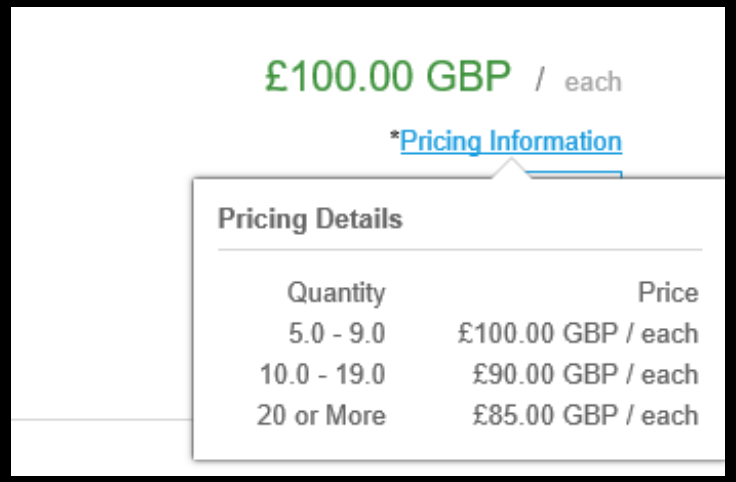
Accessories

Soft Cushion
Estlega
£15.00 GBP / each
Qty: 1 Add to Cart

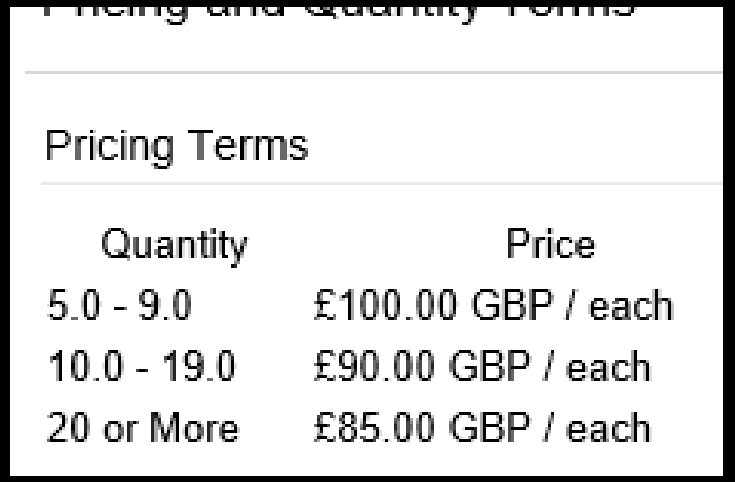
Coloured Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

Striped Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

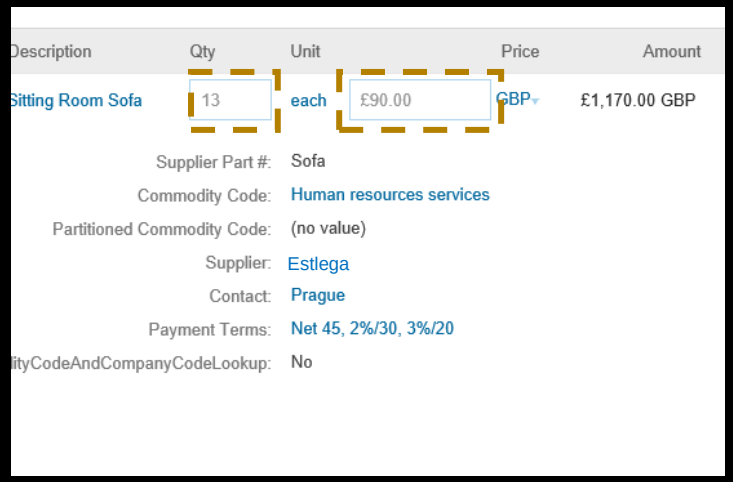
What the field looks like in the User Interface



At item's price level



At detail/description's level



At purchase requisition level

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Catalogue Setup and Explanation

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

OPTIONAL FIELDS

StartDate: Start date of when this price is applicable

EndDate: End data of when this price is applicable

PriceFactor: can be used for VAT or any additional charge not part of the item's price, the effect will be visible at Requisition level.

MANDATORY FIELDS

Amount: decimal price

PriceCurrency: currency

Lowerbound: quantity at which the **Amount** is applicable (next tier needs to be higher than the previous one)

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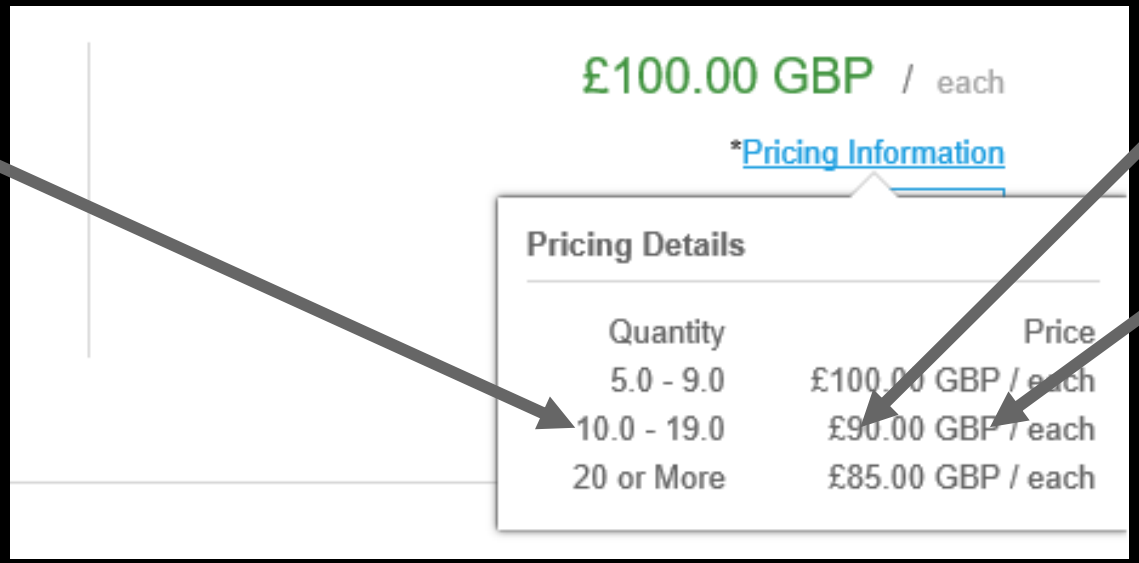
From Code to Visual: Tier Breakdown

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10



Lowerbound=10

Amount=90

PriceCurrency=GBP

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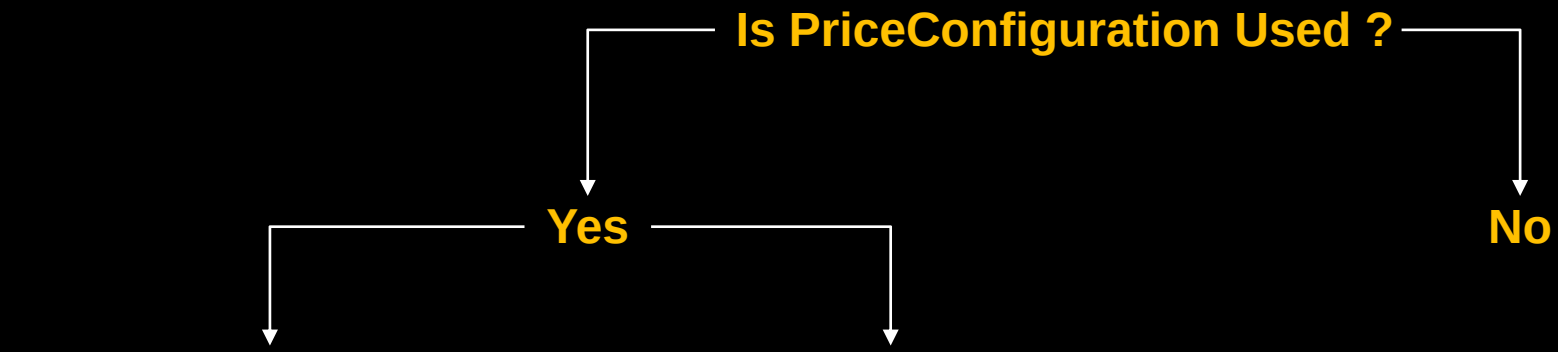
Lowerbound - Unit Price – MinimumQuantity Interaction



	Lowerbound Of Tier1 = 1	Lowerbound Of Tier1 > 1	No
Unit Price	**Optional** Will be skipped by the System	**Optional** Will be skipped by the System	**Mandatory**
MinimumQuantity	**Optional** If Not Filled Manually, Will be Filled by the System with Default Value "1"	**Mandatory** And Should be **Equal Or Greater** than the LowerBound Value	**Optional**

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Images

/ each

formation

5

) GBP / each

ity: 2

Add to Cart

dd to Favorites

Product Specifications

Price:	£100.00 GBP
Supplier:	Estlega
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals

This product should be ordered in multiples of 2.

Reference Documents

History of chairs
The Chair: its life and times

Accessories

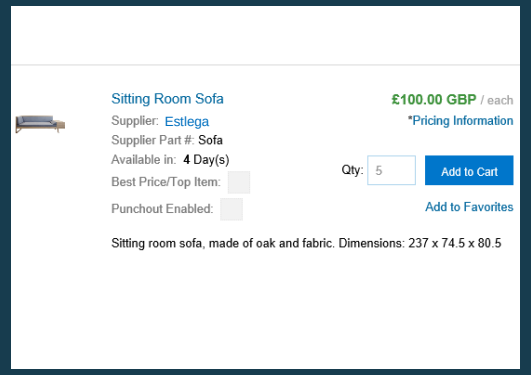
Soft Cushion
Estlega
£15.00 GBP / each
Qty: 1 Add to Cart

Coloured Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

Striped Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

What the field looks like in the User Interface

SEARCH LEVEL



Search Thumbnail

- Field: **Normal**
- Taken from the **Image-1**

ITEM LEVEL

Thumbnails

- Field: **Image-x \ Thumbnail**

Image “Normal”

- Field: **Image-x \ Normal**

Image "Detail"

- Field: **Image-x \ Detail**

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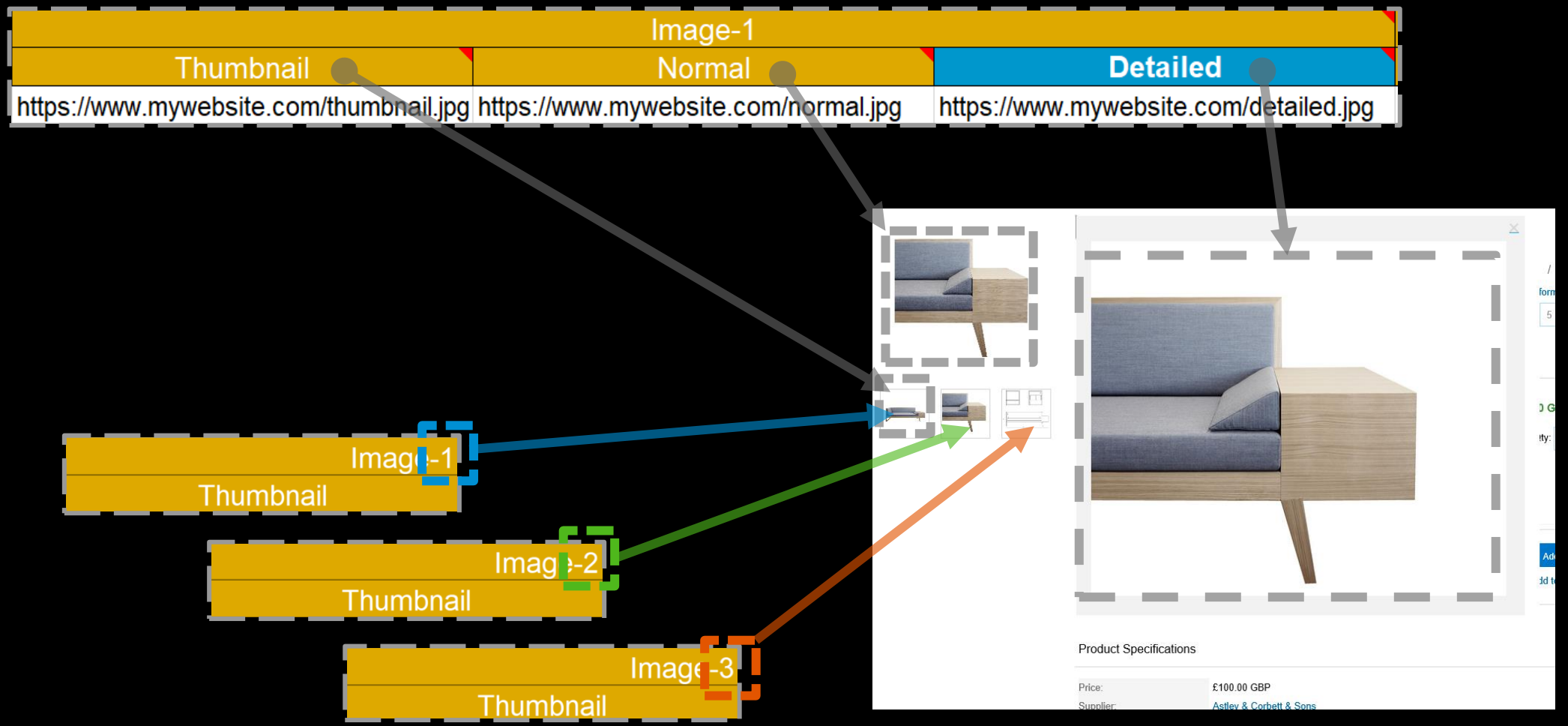
Catalogue Setup and Explanation



NOTA BENE	One can add up to 7 different sets of images by copy-pasting Image-1 and updating the number (i.e. max amount is: Image-**7**)

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Image Table (the outcome to various combinations):

Recommended: if you do not need a complicated image system to your items (i.e. a different thumbnail. Image and detailed image, then we recommend you simply use the DETAIL field and it will populate the other fields (i.e. the thumbnail and image fields) by default

		Search Thumbnail	Item Thumbnail	Normal Image	Detail Image
1	Catalogue				x
	In the UI	x	x	x	x
2	Catalogue			x	
	In the UI	x	x	x	
3	Catalogue		x		
	In the UI				
4	Catalogue		x	x	
	In the UI	x	x	x	
5	Catalogue	x	x		
	In the UI	x			
6	Catalogue	x			x
	In the UI	x	x	x	x
7	Catalogue	x	x		x
	In the UI	x	x		x
8	Catalogue	x	x	x	x
	In the UI	x	x	x	x
9	Catalogue		x	x	x
	In the UI	x	x	x	x

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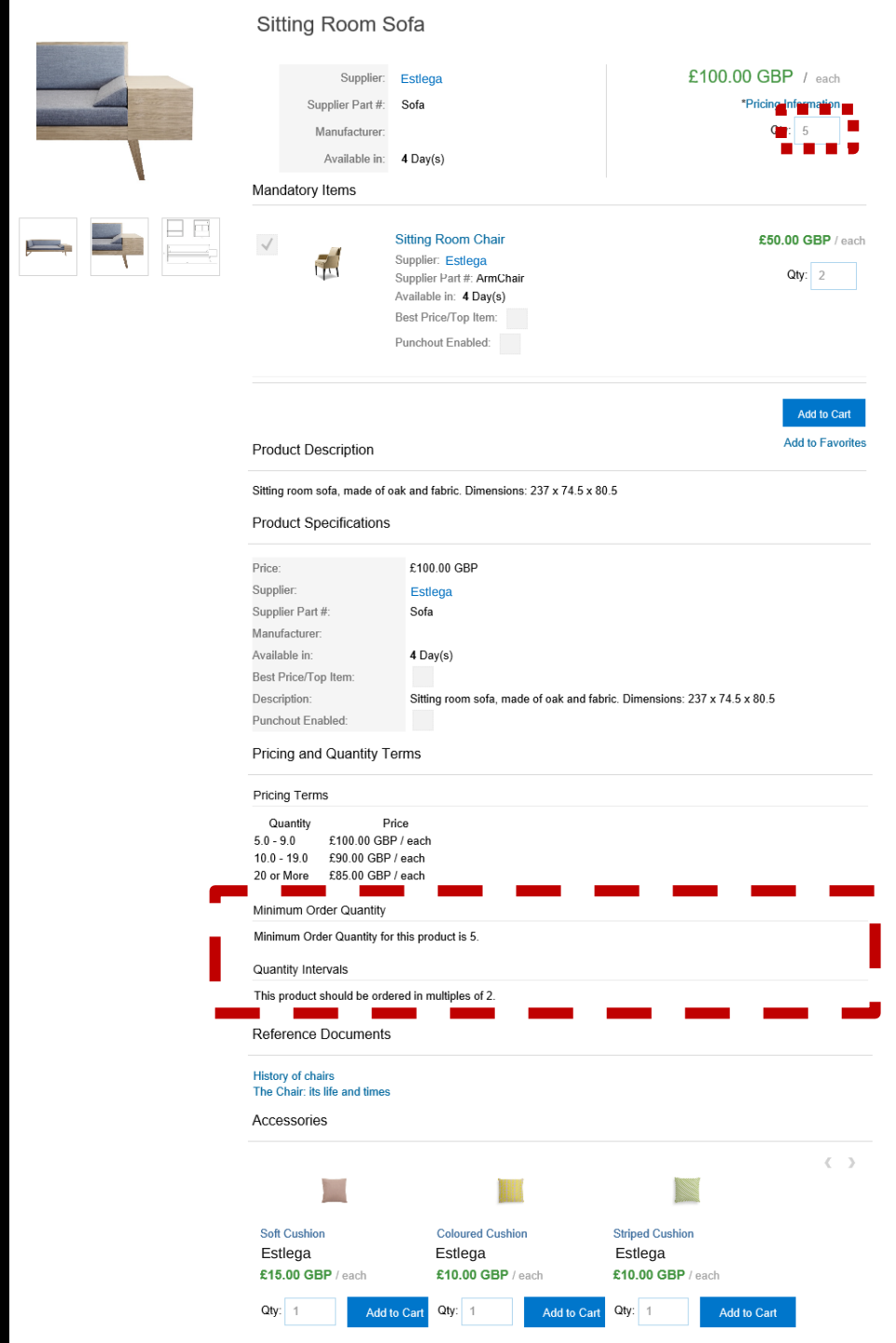
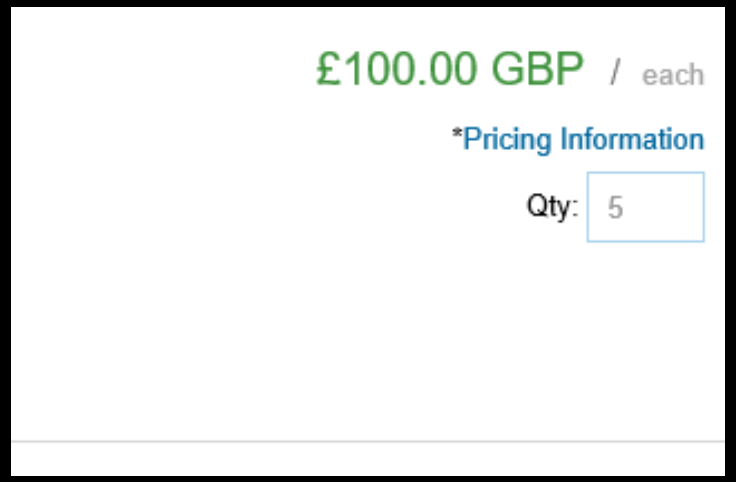
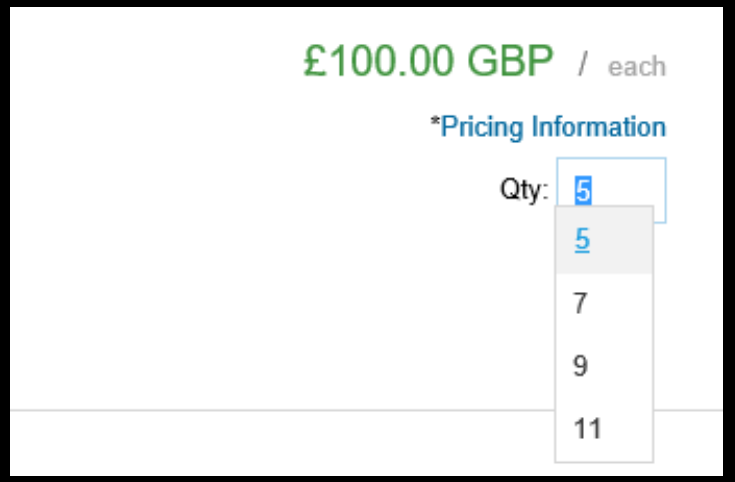
Quantity Interval & Minimum Quantity



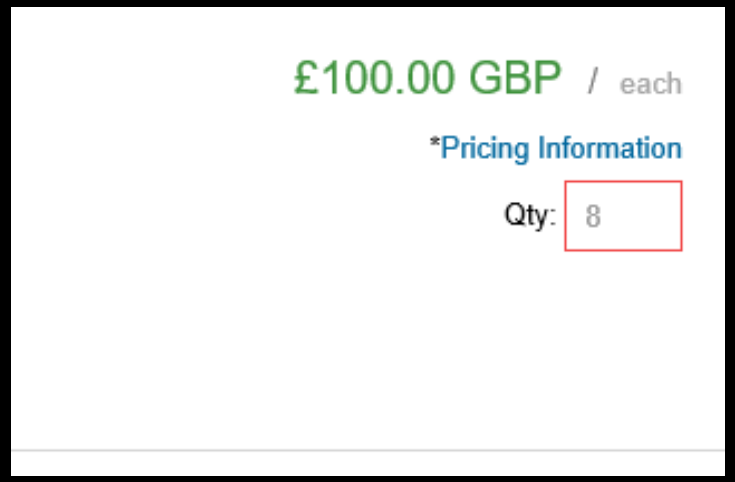
What the field looks like in the User Interface



Minimum Quantity



Interval Quantity



If the minimum quantity or interval is not respected, the ‘Qty’ field will be red (the purchase requisition will fail if you try to purchase cart)

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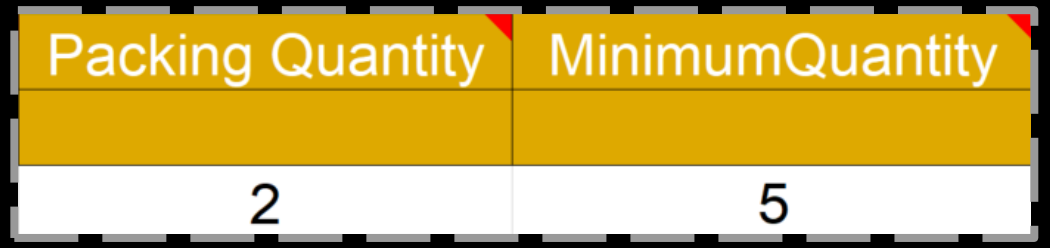
Catalogue Setup and Explanation



Packing Quantity	MinimumQuantity
2	5

Field type: integer (number without decimal point)

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Related Items

Sitting Room Sofa

Supplier: Estlega
Supplier Part #: Sofa
Manufacturer:
Available in: 4 Day(s)

£100.00 GBP / each
*Pricing Information
Qty: 5

Mandatory Items

Sitting Room Chair
Supplier: Estlega
Supplier Part #: ArmChair
Available in: 4 Day(s)
Best Price/Top Item:
Punchout Enabled:

£50.00 GBP / each
Qty: 2

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:	£100.00 GBP
Supplier:	Estlega
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
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The Chair: its life and times

Accessories

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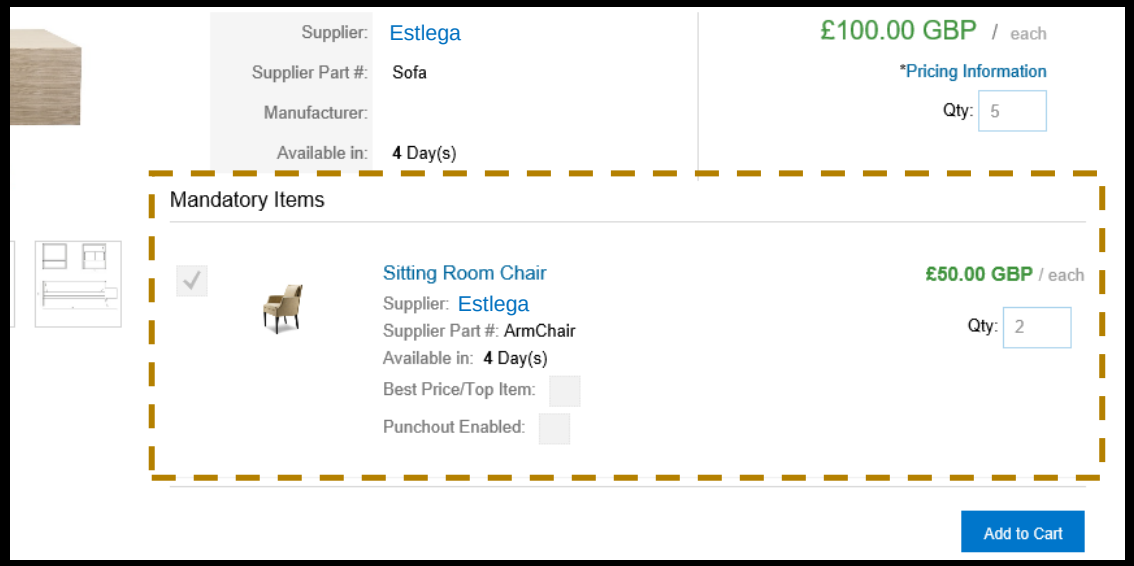
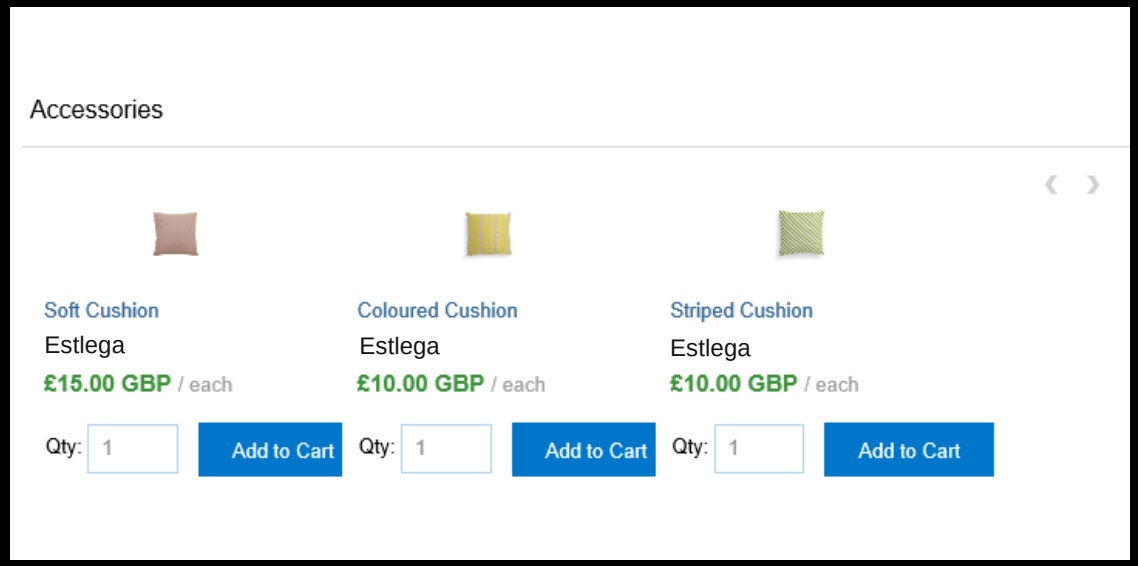
Estlega
£15.00 GBP / each
Qty: 1 Add to Cart

Coloured Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

Striped Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

What the field looks like in the User Interface





Mandatory Items are found right underneath the select item, on top of the ‘Add to Cart’ button (they are added automatically)

Related (non mandatory) Items are found at the bottom of the page

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Catalogue Setup and Explanation

RelatedItems-1		RelatedItems-2	
Type	Supplier Part ID	Type	Supplier Part ID
accessories	2772967	mandatory	27721000

Types: These are the options available which will create reels at the bottom of the item's page

- Mandatory (forces purchase)
- similar
- sparepart
- accessories
- followup

Supplier Part ID: refers to another item **within the same catalogue**.

NOTA BENE	As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-**7**)

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WARNING - LIMITATIONS

Related items do not show if they have intervals and can have their minimum limit ignored, however when at the purchase requisition level, it will fail if these are not adhered to.

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Attachments

Sitting Room Sofa

Supplier: Estlega
Supplier Part #: Sofa
Manufacturer:
Available in: 4 Day(s)

£100.00 GBP / each
*Pricing Information
Qty: 5

Mandatory Items

Sitting Room Chair
Supplier: Estlega
Supplier Part #: ArmChair
Available in: 4 Day(s)
Best Price/Top Item:
Punchout Enabled:

£50.00 GBP / each
Qty: 2

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:	£100.00 GBP
Supplier:	
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

Pricing and Quantity Terms

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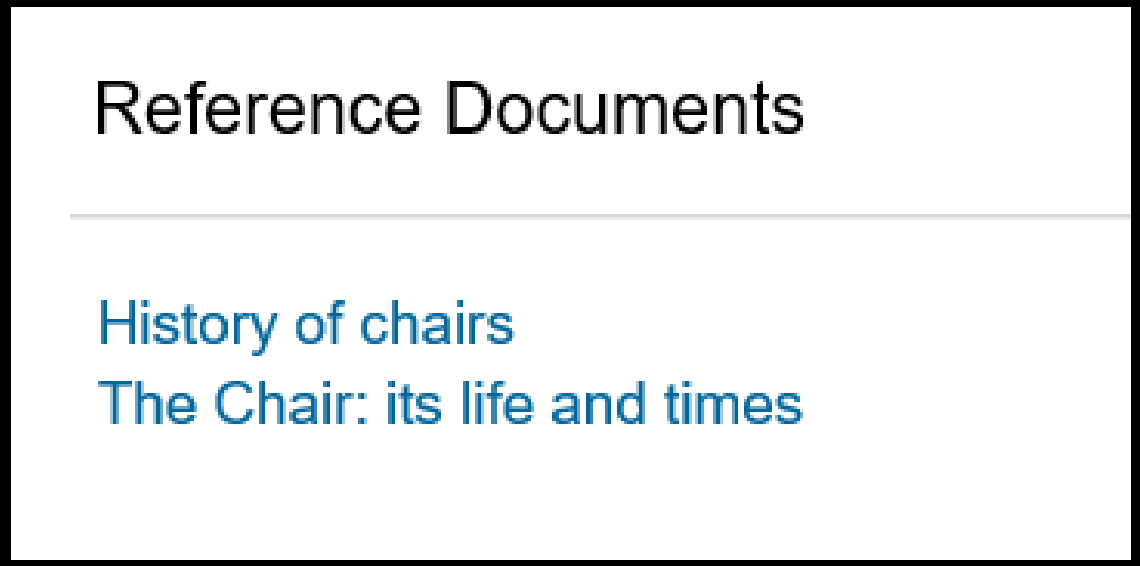
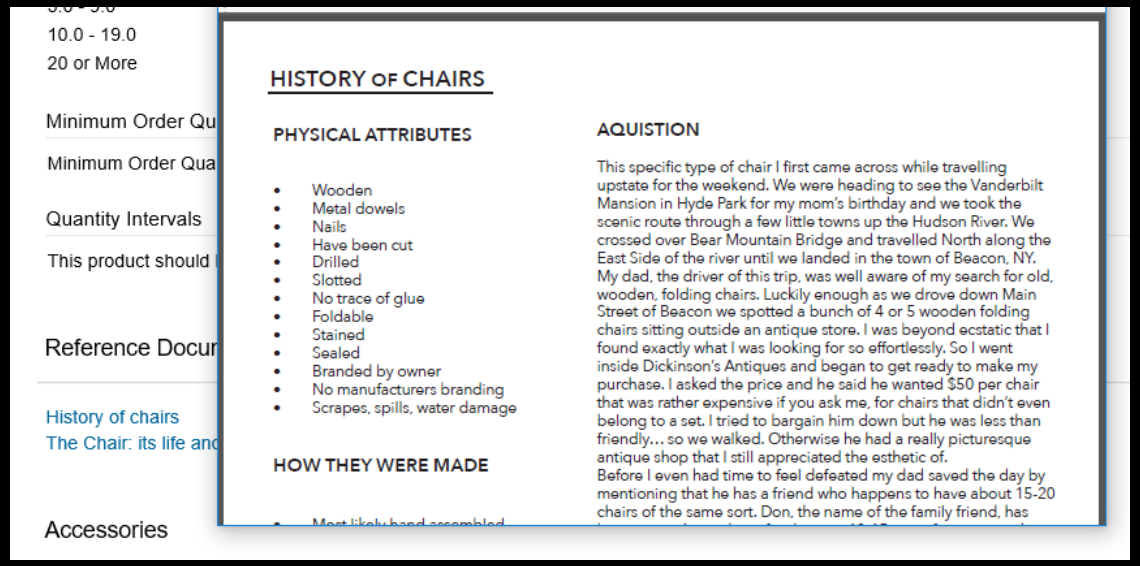
Striped Cushion
Estlega
£10.00 GBP / each
Qty: 1 Add to Cart

What the field looks like in the User Interface



Attachment Section with a list of available attachments



Clicking on one of these links will open the attachment in a new window

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Catalogue Setup and Explanation

Attachments-1		Attachments-2	
Source	Description	Source	Description
https://abc.com/my_certificate.jpg	Certificate of Analysis	https://abc.com/my_video.wav	Show and tell presentation

Source: URL linking to the image (can be a static, but this is not recommended)

Description: the name of the document within the item

NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-**7**)

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SAP Ariba

RUN SIMPLE

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THE BEST RUN SAP